

GUIDELINES OF THE COMMISSIONER OF COLLEGIATE EDUCATION

AP::MANGALAGIRI

Present: Dr. Pola Bhaskar, IAS

Rc. No. 01/CCE/Acad.Cell/CEJP/AC-15/2023

Date: __/07/2023

Sub: Collegiate Education - Collegiate Education Job Portal (CEJP) – Guidelines for the students to submit data for their Resume – Certain Instructions Issued – Reg.

Ref: 1. Oral Instructions of CCE, Dated: 21.07.2023
2. Procds of CCE vide Rc. No. 01/CCE/Acad.Cell/CEJP/AC-15/2023 Dated: 31.05.2023

In the continuation above references for submitting the Student Profile details in Collegiate Education Job Portal (CEJP) (http://103.39.134.234/cce_Jobportal/) it is instructed to all the Principals, Placement Officers, Mentors and Students of all Government Degree Colleges follow the following Guidelines.

1. Name:

- The name of the student should be as per the SSC certificate.

2. Photo:

- The photo should be in good quality and size should be below or equal to 50KB.
- Preferable Dimensions are width: 33cm and Height: 35cm

3. Personal Info:

- Students should submit the following content:
 - **Gender**
 - **Date of Birth:** As per the SSC Certificate
 - **Marital Status:** Present Marital Status
 - **Father Name**
 - **Mother Name**
 - **Address:** Present Address for Communication
 - **Mobile Number:** Mobile number format should be Indian ISD Code and student mobile number. i.e., +91xxxxxxxxxx.
 - **Email-Id:** Email-Id format should be the name of the student. Preferably full name. Email-Ids which contain nicknames, and other names are prohibited.
 - **Skills**
 - **Languages Known:** The Languages that the student knows to speak, write and read very well.
 - **Hobbies:** Maximum 3 Hobbies.

4. Career Objective:

- A career objective is a short statement that describes the student's professional goals.
- It should be one sentence.
- **Example:** Find a responsible career opportunity where I can apply my knowledge and skills while contributing to the growth of the company.

5. Educational Qualifications:

- Reverse chronological order of Educational Qualifications i.e., starting from the current or most recent one and following up with previous Educational Qualifications.
Example: Degree, Intermediate, SSC.
- Students should enter Educational Qualification duration, Qualification (Specialization), School/College Name and Percentage of marks.

6. Certification Courses:

- Reverse chronological order of Certification courses i.e., starting from the current or most recent one and following up with previous Certification courses.
- Students should enter Course duration, Course Name, Offline/Online and Name of the Organization/College.

7. Professional Experience:

- **It is an Optional section.**
- Reverse chronological order of Professional Experience i.e., starting from the current or most recent one and following up with previous Professional Experiences.
- Students should enter Professional Experience duration, Designation and Responsibilities (Max. 3 Responsibilities).

8. Internship Projects:

- For Each Project students should submit the following content.
- **Community Service Project:**
 - Duration (Month, Year-Month, Year)
 - Title of the Community Service Project
 - Name & Address of the Community / Habitation
 - Objective of the project in one line.
 - Awareness programmes conducted in one line.
 - Major findings of the project in two lines.
- **Short-Term Internship:**
 - Duration (Month, Year-Month, Year)
 - Title of the Internship
 - Name and Address of the Intern Organization
 - Job Role during the Internship
 - Brief Description of the Activities
 - Real-Time Skills (Technical/Managerial/Communication) Acquired
- **Semester-Term Internship:**
 - Duration (Month, Year-Month, Year)
 - Title of the Internship
 - Name and Address of the Intern Organization
 - Job Role during the Internship
 - Brief Description of the Activities
 - Real-Time Skills (Technical/Managerial/Communication) Acquired

9. Academic Projects:

- Reverse chronological order of Academic Projects i.e., starting from the current or most recent one and following up with previous Academic Projects.
- For Each Project students should submit the following content.
 - Duration (Month, Year – Month, Year)
 - Project Title
 - Name and Address of the Organization / Institution
 - Brief Description of the Project
 - Technologies/Tools Used
 - Achievements and Outcomes

10. Achievements:

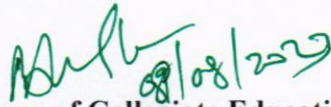
- Each Achievement should be in a single sentence.

11. Extra-Curricular Activities:

- Reverse chronological order of Extra-Curricular Activities i.e., starting from the current or most recent one and following up with previous Extra-Curricular Activities.
- For Each Extra-Curricular Activity, the students should submit the following content.
 - Duration (Month, Year-Month Year)
 - Role
 - Organization Name
 - Achievements (if Any)

12. Declaration:

- Each time the student after editing his/her student profile, the student should download the latest resume and fill the Place, Date and Signature by hand with a Blue or Black ballpoint Pen only.


For Commissioner of Collegiate Education

To,
Principals of all GDCs and RJDCs,
Copy to File

Enclosure:

1. CEJP Resume Format

General Guidelines for the Preparation of Resume through CEJP

I. Academic Qualifications:

- For SSC, Intermediate, Degree and other qualifications – marks should be mentioned only in percentage up to Two decimal points (E.g.: 98.02%).
- If your institution uses the CGPA / Credit System for any of these, convert your CGPA / GRADE into percentage as per your School/Board/University criteria.
- Degree percentage should be mentioned only upto 4th semester as this application is to be filled in 5th/6th semester.

II. Certificate Courses:

- Maximum latest five certificate course details may be provided.
- Any certificate course with minimum 30 hours duration is to be mentioned.
- Name of the certificate course is to be mentioned in first column against the following points.
- Information to be provided in the form of three bullets.
- First bullet - Duration of the course to be mentioned only in hours and provide the Starting Date and Ending Date.
- Second bullet – Off line/ Online
- Third bullet – Provide the name of the organization / platform (For example: Government Degree College x / SWAYAM /NPTEL/ Code Academy, etc).

III. Internship Projects:

As per the curriculum of CBCS for degree colleges, every student should complete Community Service Project, 8 weeks Internship project and Semester Internship projects mandatorily. Hence the details are to be mentioned as follows.

1. Community Service Project.

- It contains 6 bullets.
- First bullet - Title of the Community service Project
- Second bullet - Name & Address of the Community / Habitation and provide the Starting Date and Ending Date
- Third bullet – Main objective of the project
- Fourth bullet - Awareness programmes conducted.
- Fifth bullet - Major findings of the project.
- Sixth bullet – Grade Awarded

2. Eight – Week Internship

- First bullet : Title of the Internship
- Second bullet: Name and Address of the Internship Organization and provide the Starting Date and Ending Date
- Third bullet: Job Role during the Internship

- Forth bullet : Activities undertaken
- Fifth bullet: Real Time Skills (Technical/Managerial/Communication) Acquired.
- Sixth bullet – Grade Awarded

3. Semester Internship

- First bullet : Title of the Internship
- Second bullet: Name and Address of the Internship Organization and provide the Starting Date and Ending Date
- Third bullet: Job Role during the Internship
- Forth bullet : Activities undertaken
- Fifth bullet: Real Time Skills (Technical/Managerial/Communication) Acquired.
- Sixth bullet – Grade Awarded

IV. Academic Projects:

An academic project refers to a structured and educational undertaking pursued by students within or outside of a college. These projects are designed to enhance learning, develop critical thinking skills, and allow students to apply the knowledge they have gained during their studies to real-world situation.

- First bullet: Title of the Project
- Second bullet: Duration of the project and provide the Starting Date and Ending Date
- Third bullet: Name and Address of the Organization / Institution.
- Forth bullet : About the project
- Fifth bullet: Technologies / Tools / Methodologies used.
- Sixth bullet: Outcome of the project.

V. Skill Set:

As per the curriculum of CBCS for Degree Colleges, every student should complete 4 Skill Development Courses and 4 Life Skill Courses and hence are to be reflected in the following fields.

- 1. Skill Development Courses:** Mention the 4 Skill Development Courses student has studied.
- 2. Life Skill Courses:** Mention the 4 Life Skill Courses student has studied.
- 3. Other Skills:** Mention at the maxim 4 other skills student is having (E.g.: Communication Skills, team building skills, social skills, etc.)

VI: Positions and Responsibilities held:

Students will be taking various positions and responsibilities like convenors / members / secretaries , etc for various clubs/ committees (Eg: Eco club, Red ribbon club, Student union, Spl fee committee, cultural committee, NSS, NCC, etc). Such details are to be presented here. Not more than 3 positions can be mentioned.

Position name in first bullet and Club /Committee name in second bullet to be mentioned.

VII: Co-Curricular / Extra-Curricular Activities

Students can mention here the co-curricular (eg: seminars, elocutions, group discussions, quiz, etc) and extra – curricular (Cultural, sports, games, etc) activities participated. They can mention

- First bullet: Name of the activity
- Second bullet: Activity organized by organization/institution.
- Third bullet: Description.
- Fourth bullet: Achievement (Eg: First prize / awarded certificate, etc).

VII: Achievements:

- Students can mention maximum three achievements
- Prioritize recent and noteworthy achievements
- Be Specific and mention your achievements in a clear and concise manner

VIII: Hobbies

- Students can mention maximum three hobbies
- Include a variety of hobbies to display a well-rounded personality
- Only mention hobbies that genuinely interest you and can talk about comfortably if asked during the interview

Other important notes:

- Students must be ready with all proofs for an interview.
- Each bullet point should not exceed one line.
- Should strictly follow all the format rules and guidelines while filling the application on job portal.
- All the activities in every section must be mentioned in reverse chronological order (i.e. the most recent activity will appear first where as the oldest will appear last).



COMMISSIONERATE OF COLLEGIATE EDUCATION
Government of Andhra Pradesh



Resume

RATAN TATA

Mobile: 9876543210

E-Mail ID: ratantata@gmail.com

Academic Qualifications				
Qualification	Specialization	School/College Name	Year of Passing	Marks Percentage
SSC		C J C School, Mumbai	2018	88.01
Intermediate	MPC	Bishop College, Shimla	2020	79.65
Degree	B.Sc – MPCs	GDC, Mangalagiri	2023	84.23

Certificate Courses	
Introduction to Cyber Security	- Duration: 30 Hours (01-06-2021 to 30-06-2021) - Mode: Online - Organization / Platform: CISCO Networking Academy

Internship Projects	
Community Service Project (8 weeks)	- Title: Water Facilities and Drinking Water Availability - Address of Habitation: Mangalagiri, 2nd Ward (01-04-2021 to 31-05-2021) - Objective: To raise awareness on water conservation - Awareness Programmes: "Improving Access to Clean Drinking Water" - Major Findings: Water Quality Assessment and Impact on Health - Grade Awarded: A+
Eight Week Internship	- Title: Network Engineering Intern - Organization Address: CISCO Solutions, Vijayawada (01-04-2022 to 31-05-2022) - Job Role: Learning Network Troubleshooting and Network Configuration - Activities: Network Security and Network Supporting - Real Time Skills: Technical Skills (Network Monitoring and Management) - Grade Awarded: A+
Semester / Six Months Internship	- Title: Network Engineering Intern - Organization Address: CISCO Solutions, Vijayawada (01-11-2022 to 30-04-2023) - Job Role: Learning Network Technologies and gain practical experience - Activities: Network Designing and Security Assessment - Real Time Skills: Technical Skills (Network Performance Optimization) - Grade Awarded: A+
Academic Projects	
Academic Project	- Title: Network Intrusion Detection System - Duration: 2 Months (01-08-2022 to 31-10-2022) - Organization Address: GDC, Mangalagiri - About the Project: It is a security technology designed to monitor network traffic - Technologies / Tools Used: Snort and Machine Learning Algorithms - Outcome: Enhanced Network Security and Awareness of vulnerabilities

Skill Set			
Skill Development Courses	- Plant Nursery - Solar Energy - Dairy Techniques - Online Business		
Life Skill Courses	- Human Values and Professional Ethics. - Information and Communication Technologies - Analytical Skills - Environment Education		
Other Skills	- Communication Skills - Team building Skills		
Positions Held & Responsibilities			
Position Title, Committee / Club Name	- Member - College IT Club		
Position Title, Committee / Club Name	- Member - IEEE Conference – Hospitality Committee		
Co-Curricular / Extra-Curricular Activities			
Activity Name	Seminar		
Organized By	Dept of Computer Science		
Description	Gave Seminar on "Intrusion Detection and its Impact on Organizations"		
Achievements	Received Best Presentation Award		
Activity Name	Cricket Tournament		
Organized By	Acharya Nagarjuna University		
Description	Played as an all-rounder in the College Team		
Achievements	Received Best Catch Award		
Achievements			
Achievements	- Received Cash Prize and Certificate for Standing Class First in SSC - Received Best Project Award in Degree - Received Best Student Award in Degree		
Hobbies			
Hobbies	- Exploring Computer Network Articles - Music - Cricket		
Personal Details			
Father Name	Naval Tata	Father Occupation	CEO
Mother Name	Simone Tata	Mother Occupation	House Wife
Date of Birth	28-12-2003	Blood Group	B+ve
Address for Communication			
Address	Ratan Tata Bombay House, Homi Modi Street Mumbai – 400 001		

Declaration:

I hereby solemnly declare that all the above information is correct to the best of my knowledge and belief.

Place:

Date:

Signature
(RATAN TATA)

**COMMISSIONERATE OF COLLEGIATE EDUCATION**

Government of Andhra Pradesh

**Resume****FIRSTNAME LASTNAME**

Mobile: xxxxxxxxxxxx

E-Mail ID: xxxxxxxxxxxxxx@gmail.com

Academic Qualifications				
Qualification	Specialization	School/College Name	Year of Passing	Marks Percentage
SSC				
Intermediate				
Degree				
Others				

Certificate Courses	
Name of the Course	

Internship Projects	
Community Service Project (8 weeks)	
Eight Week Internship	
Semester / Six Months Internship	

Academic Projects	
Academic Project	

Skill Set			
Skill Development Courses	• Plant nursery • Solar Energy • Dairy techniques • Online Business		
Life Skill Courses	• Human values and professional ethics. • Information and communication technologies • Analytical skills • Environment Education		
Other Skills	• Communication Skills • Team building Skills		
Positions Held & Responsibilities			
Position Title, Committee / Club Name	• •		
Position Title, Committee / Club Name	• •		
Co-Curricular / Extra-Curricular Activities			
Activity Name	•		
Organized By	•		
Description	•		
Achievements	•		
Activity Name	•		
Organized By	•		
Description	•		
Achievements	•		
Achievements			
Achievements	• • •		
Hobbies			
Hobbies	• • •		
Personal Details			
Father Name		Father Occupation	
Mother Name		Mother Occupation	
Date of Birth		Blood Group	
Address for Communication			
Address			

Declaration:

I hereby solemnly declare that all the above information is correct to the best of my knowledge and belief.

Place:

Date:

Signature
(FIRSTNAME LASTNAME)



FIRSTNAME LASTNAME

CAREER OBJECTIVE:	
Find a responsible career opportunity where I can apply my knowledge and skills while contributing to the growth of the company.	
EDUCATIONAL QUALIFICATIONS:	
20xx-20xx	B.Sc. (M.P.CS.) College Name XX.XX%
20xx-20xx	Intermediate (M.P.C.) College Name XX.XX%
20xx-20xx	SSC School Name XX.XX%
CERTIFICATION COURSES:	
Month, Year - Month, Year	Course Name Offline/Online Name of the Organization/ College
PROFESSIONAL EXPERIENCE:	
Month, Year - Month, Year	Designation, Name of the Organization, • Responsibility1 • Responsibility2 • Responsibility3
INTERNSHIP PROJECTS:	
Community Service Project	Month, Year-Month, Year
• Title of the Community Service Project • Name & Address of the Community / Habitation • Objective of the project in one line. • Awareness programmes conducted in one line. • Major findings of the project in two lines.	
Short-Term Internship	Month, Year-Month, Year
• Title of the Internship • Name and Address of the Intern Organization • Job Role during the Internship • Brief Description of the Activities • Real-Time Skills (Technical/Managerial/Communication) Acquired	
Semester-Term Internship	Month, Year-Month, Year
• Title of the Internship • Name and Address of the Intern Organization • Job Role during the Internship • Brief Description of the Activities • Real-Time Skills (Technical/Managerial/Communication) Acquired	
ACADEMIC PROJECTS:	
Month, Year - Month, Year	• Project Title • Name and Address of the Organization / Institution • Brief Description of the Project • Technologies/Tools Used • Achievements and Outcomes



Personal Info

Gender:

Female

Date of Birth:

01-01-2000

Marital Status:

Single

Father Name:

Mr. Father Name

Mother Name:

Mrs. Mother Name

Address:

D. No./Flat No.,
Street Name,
Village/City Name,
District Name-PIN, A.P.

Mobile No:

+91xxxxxxxx

Email-Id:

xxxxx@xxxxx.com

Skills:

- Plant Nursery
- Solar Energy
- Dairy Techniques
- Online Business
- Human Values and Professional Ethics
- Information and Communication Technologies
- Analytical Skills
- Environment Education
- Communication Skills
- Team building Skills

**ACHIEVEMENTS:**

- Achivement-1
- Achivement-2
- Achivement-3

EXTRA-CURRICULAR ACTIVITIES:

Month, Year - Month, Year	• Role • Organization Name • Any Achievements
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Languages Known:

Telugu
Hindi
English

Hobbies:

- Listening Music
- Watching TV

Declaration:

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Place:**Date:**

Signature
(FIRSTNAME LASTNAME)